

# CITY OF WATERTOWN, CIVIL SERVICE COMMISSION

245 Washington Street, Room 201B

Watertown, New York 13601

[www.watertown-ny.gov](http://www.watertown-ny.gov)

Issued: October 25, 2016

## ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION FOR

### Custodian III

EXAM # 66-852

**FILING FEE:** \$15.00 **non-refundable** fee. Cash or check or money order payable to City Comptroller accepted. Include examination number on your check. **Credit cards are not accepted.** See general instructions regarding exceptions to the fee requirement. Applicants whose personal checks are returned for insufficient funds will be charged an additional fee.

**TO BE HELD:** Saturday, January 21, 2017

**LAST FILING DATE:** Applications must be **received** no later than close of business **Wednesday, December 21, 2016**

**VACANCIES:** The list will be used to fill vacancies as they occur in the Watertown City School District

**SALARY:** \$45,000 - \$55,000

**RESIDENCY REQUIREMENT:** There is no residency requirement for this examination. Preference in appointment may be given to successful candidates who are residents of the City of Watertown in accordance with Section 23.4(a) of the New York State Civil Service Law and Rule VII(1) of the Municipal Civil Service Rules for the City of Watertown. To be eligible for appointment, an applicant must be a resident of Jefferson County or a resident of a contiguous county.

**DUTIES OF THE POSITION:** The work involves responsibility for directing and supervising the cleaning and maintenance operations of one or more school buildings in a large school district. The work is primarily administrative work with little direct contact with the routine cleaning functions but the employee may participate in the more difficult maintenance functions. Work is performed under the general supervision of an administrative superior. Supervision is ordinarily exercised over a substantial number or subordinate custodial employees. This position involves 24 hour a day responsibility. The incumbent does related work as required. A complete job description is available from the office of the Civil Service Commission.

**MINIMUM QUALIFICATIONS:** Four (4) years of Custodial OR Maintenance work experience, or its part-time equivalent, involving semi-skilled maintenance in a school district, teaching facility, college or other educational facility. One (1) year of supervisory experience required.

**SCOPE OF EXAMINATION:** There will be a written test which you must pass with a score of 70 or higher in order to be considered for appointment. It will evaluate knowledge, skills, and/or abilities in such areas as:

**1. Ability to read and follow written instructions** - These questions test for the ability to read, understand and apply written instructions for performing tasks similar to those encountered on the job. All the information needed to answer these questions will be provided in the test booklet.

**2. Building cleaning** - These questions test for knowledge of basic principles and practices of building cleaning. They cover such areas as equipment, tools, supplies, methods and procedures for cleaning different types of surfaces and materials under various, commonly occurring circumstances.

**3. Building operation and maintenance I** - These questions test for knowledge of the basic principles, practices and techniques essential to the correct operation and maintenance of public buildings. They cover such areas as building maintenance; preventive maintenance, and minor repair of electrical and plumbing systems; methods and equipment for snow removal; building safety and equipment storage.

**4. Operation and routine maintenance of heating, ventilating and air conditioning systems** - These questions test for knowledge of basic principles, practices and techniques essential to the correct operation and maintenance of heating, ventilating and air conditioning systems, including such areas as minor cleaning; room temperature and building ventilation control; steam, hot water and hot air heating systems; boiler operation; troubleshooting air conditioning system problems, and proper maintenance of air conditioning systems.

**5. Supervision and training** - These questions test for the knowledge required by a supervisor to set goals, plan and organize work, train workers in how to do their jobs, and direct workers towards meeting established goals. The supervisory questions cover such areas as assigning and reviewing work, evaluating performance, maintaining work quality, motivating employees, increasing efficiency, and dealing with problems that may arise on the job. The training questions cover such areas as determining the necessity for training, selecting appropriate training methods, and evaluating the effectiveness of training.

A Guide for the Written Test for High-level Custodians/Janitors is available at the New York State website:

[www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm). Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

**CALCULATORS:** The use of calculators are **ALLOWED**- Candidates are permitted to use quiet, hand-held, solar or battery-operated calculators. Devices with typewriter keyboards such as computers, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited. You will not be permitted to use the calculator function of your cell phone.

## **GENERAL INFORMATION FOR CANDIDATES**

**HOW TO APPLY:** Applications must be filed at the Watertown Civil Service Commission, Room 201B Municipal Building, 245 Washington Street, Watertown, New York. They may be obtained from [www.watertown-ny.gov](http://www.watertown-ny.gov) or from the Civil Service Office. Applicants must answer every question on the application and make sure it is complete in all respects. Incomplete applications will be disapproved. Falsification of any part of the application will result in disqualification. **Education and work experience must be documented on the application regardless if the candidate has elected to attach a resume.** All statements made by candidates in their applications are subject to verification. Applications **will not be accepted** past the last filing date of the examination.

**APPLICATION FEE:** A **non-refundable** application fee of \$15.00 (cash or check, no credit cards) is required for each examination for which you apply. Fees must accompany your application and are payable to the City Comptroller, Room 203 Municipal Building. No refunds will be made for any reason. If your application is disapproved, the fee will not be refunded. You should carefully review the announced minimum qualifications. Please make sure you meet the minimum qualifications before applying to any examination. Applicants whose personal checks are returned for insufficient funds will be charged an additional fee.

**EXCEPTIONS TO FEE REQUIREMENT:** Application fees may be waived for any candidate who is either an unemployed head of household or receiving Supplemental Security Income (SSI) or public assistance in the form of Safety Net (formerly Home Relief) or Family Assistance (formerly Aid to Dependent Children) from a state or local social service agency. Individuals wishing to claim this waiver must complete an Application Fee Waiver form available from the local Civil Service Office. Claims are subject to verification and if not supported by appropriate documentation are grounds for barring appointment.

**VETERANS' CREDIT:** Veterans or disabled veterans who are eligible for additional credit must submit an application for veterans' credit available from the Civil Service Commission. Applications for veterans' credit may be submitted with your application for examination or at any time before the new eligible list is established. Candidates currently serving in the armed forces may apply for conditional veterans' credits in examinations. Candidates who apply for such credit must provide proof of military status. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of the New York State Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions. No credit may be granted after the new eligible list is established.

**ADDITIONAL CREDITS FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:** In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an addition ten (10) points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in the City of Watertown, please inform the Civil Service Commission at the time you submit your application.

**SPECIAL TEST DATE ACCOMMODATIONS:** Please see the last page of the application for further information.

**SABATH OBSERVERS / DISABLED CANDIDATES / MILITARY MEMBERS:** Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements on their application. Candidates who are called to military service after filing an application should send requests for an alternate test date to the Watertown Civil Service Commission as soon as possible before the test date.

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site. If you have applied for both State and local government examinations, you must take all your examinations at the State examination center. Please complete the Cross Filing form located on the City's website and submit it with your application, include all exams for which you have applied and at which agency you wish to take the exams. **Your request must be received by this office no later than three (3) weeks before the date of the examinations. Requests received less than three (3) weeks before the date of the examinations will NOT be honored.**

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:** Per Chapter 180 of the Laws of 2000, and by regulations of the Commissioner of Education, to be employed in a position designated by a school district as involving direct contact with students, a clearance for employment from the State Education Department is required. Eligible candidates may be required to pay a fingerprint-processing fee associated with this special requirement.

**ADMISSION TO EXAMINATION:** The Watertown Civil Service Commission does not acknowledge receipt of applications but all applicants are notified of the disposition of their application. **Approved candidates will be notified at least five days in advance of the examination of the place, date and hour of the examination.** Applicants who have not received notice by this deadline should contact the Civil Service commission.

**MEDICAL EXAMINATIONS:** Candidates may be required to have a medical examination to determine capability of performing the duties of the position.

**RATINGS REQUIRED:** Unless the announcement states otherwise, this examination is being prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Laws, Rules and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

**ELIGIBLE LIST:** The duration of the eligible list may be fixed for a minimum period of one (1) year up to a maximum period of four (4) years. As employment opportunities arise, appointments from the eligible list will be made from the top three candidates willing to accept appointment. A promotional examination for this title will be held at the same time. The eligible list resulting from the promotional exam, if binding, will be used first.

**CONTACT THIS OFFICE AT 315-785-7733 WITH ANY QUESTIONS. BE SURE TO FILE YOUR APPLICATION PROMPTLY.**  
THIS ANNOUNCEMENT IS AVAILABLE ON THE INTERNET AT: [www.watertown-ny.gov](http://www.watertown-ny.gov)